

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF DELAWARE**

VACANCY ANNOUNCEMENT

POSITION: Electronic Court Recorder Operator - Temporary - Indefinite

ANNOUNCEMENT: 04-03

LOCATION: 824 Market Street, Wilmington, DE 19801

OPENING DATE:

02/02/04

CLOSING DATE:

02/16/04

SALARY DEPENDING UPON EXPERIENCE: \$29,799 - \$48,423 (CL 24)

POSITION OVERVIEW:

This temporary position, that may or may not later become permanent, is located in the Clerk's Office in Wilmington, Delaware. The appointment will commence on or before 3/1/04. The Electronic Court Recorder Operator makes a verbatim record of court proceedings on computerized audio recording equipment, creates detailed logs of proceedings and participants recorded. Receives and processes CD duplication and transcript production orders under specific time constraints and fee schedules. Catalogues CDs and logs and maintains their proper storage. Maintains recording equipment and performs cleaning, lubrication, and minor adjustments and repairs as needed. Manages courtroom recording equipment logistics. Assists the courtroom deputy with courtroom duties, such as swearing-in witnesses, handling exhibits, and calling the calendar, and performs other courtroom duties as needed. This position requires incumbent to spend 80% of work time in court and may require overtime, which may be unscheduled.

QUALIFICATIONS:

Qualified applicants must have a minimum of two years of general business experience and at least one year legal experience or experience that has provided knowledge of, and skill in, filing, telephone usage, record keeping, and computer skills. A high school diploma, GED or the equivalent is required. One year of specialized experience equivalent to work at CL 23 is required for placement at CL 24. Specialized experience is progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

The individual selected must possess excellent typing skills, strong communications skills and must be able to deal effectively with members of the Court, the Bar and the public. A team centered attitude and the ability to adapt to a changing work environment are required to maintain the Court's quality standards. Professional or businesslike approach, demeanor, and attire are required.

Education above the high school level in an accredited institution may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience. Education may not be substituted for specialized experience because the court support positions require hands-on experience to be credited as specialized experience.

BENEFITS:

This position is temporary and therefore eligible for benefits normally available to employees in a full-time position. Employees of the United States Bankruptcy Court are not subject to the regulations of the Civil Service Commission. They are, however, federal employees of the Judicial Branch and in this temporary position the incumbent will be entitled to the same benefits as other federal government employees. Some of the benefits are:

- 13 days paid vacation for the first three years
- 20 days paid vacation after three years
- 26 days paid vacation after fifteen years
- A minimum of 10 paid holidays
- Choice of medical coverage from a variety of plans
- Life Insurance options

When computing leave accrual and retirement benefits, time in service with other federal agencies, as well as time for prior military service, is taken into consideration.

INFORMATION FOR APPLICANTS:

Submit cover letter with salary requirements and resume to: Human Resources Manager 04-03, United States Bankruptcy Court, District of Delaware, 824 Market Street, Wilmington, DE 19801. **No phone calls will be accepted.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice. This job announcement may involve filling more than one position described herein. The salary for this position will be based upon experience and education in accordance with the Court Personnel System of the U.S. Courts. Employees of the U.S. Bankruptcy Court are excepted, at will appointments; therefore, are not subject to rules and regulations of federal competitive service.

Due to the volume of applications received, the U.S. Bankruptcy Court will only communicate to those individuals who will be tested or interviewed for open positions. If you are not notified by us, another candidate within the recruitment having more experience or higher qualifications was selected. Only qualified applicants will be considered. Applicants invited for an interview will be subject to a criminal background and reference check.

This position is subject to mandatory electronic direct deposit of salary payment.

The U.S. Bankruptcy Court for the District of Delaware is an Equal Opportunity Employer.